

WHAT ARE SPECIALIZED FORMATS?

“Specialized formats” means Braille, audio, or digital text which is exclusively for use by blind or other persons with disabilities; and with respect to print instructional materials, includes large print formats when such materials are distributed exclusively for use by blind or other persons with disabilities.

- Chafee Amendment 1996 and IDEA 2004

DIGITAL TEXT also known as “electronic text” or “e-text,” is what appears in common word processing or text editing programs. Examples of file formats include Braille Ready Format (.brf), HTML, Kurzweil (KESI), and Text-based Daisy format. Digital text is malleable and transformable because it can be formatted (e.g., font, size, color) and converted to accessible form (e.g., read aloud by speech synthesis).

BRAILLE is a series of raised dots that can be read with the fingers by people who are blind or whose eyesight is not sufficient for reading printed material. Rather than a language, Braille is a code for writing and reading languages (American Foundation for the Blind).

LARGE PRINT is generally defined by the American Printing House for the Blind (APH) as “print for text passages that is larger than the print used by that segment of the population with normal vision. APH takes the position that large print for use by the low vision population is print that is eighteen points in size or larger.”

AUDIO refers to auditory alternatives to printed text. Examples of formats include audiotapes, Digital Talking Books, and MP3 files.

For more information regarding the IDB's Instructional Materials Center, visit
<http://www.blind.state.ia.us/Library/IMC/OverviewIMC.htm>

IOWA DEPARTMENT FOR THE BLIND

524 Fourth Street

Des Moines, IA 50309-2364

Local Phone: 515-281-1333

Toll free (in Iowa): 800-362-2587

TTY: 515-281-1259 — FAX: 515-281-1378

E-mail: information@blind.state.ia.us

Web: <http://www.blind.state.ia.us/>

If you are a parent and have questions regarding your child's account, call Beth Hirst, Production Supervisor, at the Iowa Library for the Blind and Physically Handicapped at 515-281-1280.



For additional information regarding Accessible Instructional Materials in Iowa and the Department of Education's initiative, visit
<http://trueaimiowa.gov/>.

Or Contact:

Steve Maurer

Iowa Department of Education

400 E. 14th St. - Des Moines, Iowa 50319

Phone: 515-281-3576 — FAX: 515-242-6019

E-Mail: steve.maurer@iowa.gov



Accessible Instructional Materials Ordering Guidelines

*For Students with IEP's
and
Section 504 Plans*

Opening Doors to Opportunity

Guidelines for Ordering AIM Materials

The Iowa Department of Education (DE) has determined that the sole Authorized User (AU) in Iowa, who may interact with the National Instructional Materials Accessibility Center (NIMAC), is the Iowa Department for the Blind (IDB). This role as AU allows them to download and convert National Instructional Materials Accessibility Standard (NIMAS) file sets into formats usable by Iowa's students.

To find out if your child is NIMAS eligible, please review the following requirements:

BLIND: Individual whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with corrective lenses, or whose widest diameter of visual field subtends an angular distance no greater than 20 degrees.

VISUALLY IMPAIRED: Individual whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of standard printed material.

PHYSICALLY DISABLED: Individual certified by a competent authority as unable to read or unable to use standard printed material as a result of physical limitations.

READING DISABLED: Individual certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner. For eligibility under this condition, the competent authority must be a doctor of medicine or osteopathy who may consult with practitioners in other disciplines.

REGISTERING STUDENTS

In order for students to receive Accessible Instructional Materials from the Department for the Blind, each student must be registered. The IDB's application can be found at http://www.blind.state.ia.us/Library/Library_Application%20Form.pdf.

The following information must be provided.

1. Full Name
2. Home Address
3. Birthdate
4. Application signed by a certifying authority (See application for definition of certifying authority.)

ONLINE REQUESTS

Student Textbook /Educational Materials Request Form

The Department for the Blind has created a webform to allow for online submissions. <http://www.blind.state.ia.us/Library/IMC/OrderFormCassetteBraille.htm>

The Department categorizes student requests by the first letter of their last name.

Serving A-H:

Gail Stricker
515-281-1296
gail.stricker@blind.state.ia.us

Serving I-Z:

Carol Eckey
515-281-1285
carol.eckey@blind.state.ia.us

TIMELINE

For Accessible Instructional Materials (AIM) to be ready in **AUGUST**, districts should request information by **JANUARY**.

CALL CHECKLIST

- ☐ Complete title

- ☐ Name(s) of author(s) and/or editor(s) and translator(s)

- ☐ Copyright Date

- ☐ Edition name or number (if applicable)

- ☐ Name of the publisher

- ☐ ISBN of the student copy

- ☐ Timeline or syllabus (if possible)

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